



OREGON  
ASSOCIATION  
OF REALTORS®

# GOVERNANCE PROCEDURES GUIDE

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## **Introduction**

The Oregon Association of REALTORS® (OAR) Governance Procedures Guide provides guidance on the responsibilities and expectations for OAR's elected positions, committees, chairs and staff. Practical information regarding committee purpose and structure is included, along with applicable award nomination criteria and applications, Request for Assistance forms and an internal matrix guide outlining decision making authority of the organization. The Governance Procedures Guide is designed to provide clarification and detailed information for staff and volunteers to assist with adhering to the policies developed by OAR.

## Section 1

### **Duties & Responsibilities of the President**

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**Function:** Serve as Chief Elected Officer of the Association.

**Duties and Responsibilities:** Within the limits of the Association's Bylaws and Policies, the President is responsible for and has commensurate authority:

- To implement the Strategic Plan pursuant to the approved budget.
- To serve as the Chair of the Board of Directors and the Executive Committee and to keep them informed of the condition and on-going operations of the Association.
- To invite the chairperson of ORPAC and the Finance Review Committee, and the incoming newly elected President-Elect to attend meetings of the Executive Committee.
- To represent the Association in contacts with the public, governmental entities, the members, other REALTOR® Associations, allied organizations and the media in concert with the Association's Chief Executive Officer.
- To direct the work of the Chief Executive Officer as necessary to achieve the goals and policies of the Association.
- To coordinate and participate in an annual written performance review of the Chief Executive Officer.
- To direct the activities of the elected officers of the Association in accordance with their position descriptions.
- To ensure that the policies and programs which further the goals and objectives of the Association are planned, implemented and evaluated.
- To serve as official host of the Association at its social events.
- To serve as an ex-officio member of the Oregon Association of REALTORS® Key Committees pursuant to the Bylaws.
- To monitor Association finances to ensure efficient and effective operations.
- To appoint chairperson and members of Association Key and Special Committees and Task Forces, and to outline their purpose and duties and to monitor their progress.
- To attend, as a National Director and Voting Delegate, all official meetings of the National Association of REALTORS® and the Region 12 Caucus.
- To serve as Oregon's representative on the Region 12 Nominating Committee and to appoint or to serve as Oregon's Regional Strategic Planning and Finance Committee member in Region 12, on an every-other-year basis
- To communicate with and assist Member Boards/Associations.
- To assist the President-Elect in his/her smooth transition into the Presidency.
- To perform other duties as directed by the Board of Directors and the Executive Committee.

#### **Qualifications**

- Must have served or be serving in an elective office or Directorship of a Member Board/Association.
- Must have held the office of President-Elect of the State Association.
- Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon.

**Term:** The President is elected for a term of one year and is not eligible to serve a second successive term.

**See Appendix 1.10 for the Memorandum of Understanding of Expectations for the position of OAR President form.**

## **Duties & Responsibilities of the President-Elect**

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**Function:** Assist the President and plan for the following year. If the incoming President-Elect is not already a member, the President may invite the incoming President-Elect to attend all Executive Committee meetings held between the incoming President-Elect's election and their subsequent installation. The purpose of the invitation is to offer the incoming President-Elect the opportunity to become familiar with the issues and procedures of the Executive Committee prior to becoming a member of the Committee. The incoming President-Elect shall not vote and may address the Executive Committee during a meeting only at the Executive Committees' invitation.

**Duties and Responsibilities:** Within the limits of the Association's Bylaws and Policies, the President-Elect is responsible for and has commensurate authority:

- To serve as a member of the Board of Directors and as Vice Chair of the Executive Committee.
- To attend all Oregon Association of REALTORS® business meetings and other Association meetings as assigned by the President.
- To attend Board/Association visitations and installations as assigned by the President.
- To attend all official meetings of the National Association of REALTORS® and the Region 12 Caucus.
- To serve as an appointed member of the NAR State Leadership Forum.
- To recommend the names of potential Key and Special Committee vice chairperson and members to the President.
- To represent the Oregon Association of REALTORS® at other associations and organizations as assigned by the President.
- To be the spokesperson for the Oregon Association of REALTORS® as assigned by the President.
- To serve as Chair of Strategic Planning Committee to plan appropriate programs and activities for their own presidential term.
- To coordinate planning of programs and activities with the President-Elect designee as necessary to implement the Strategic Plan and promote the smooth transition of leadership.
- To assume the duties and responsibilities of the Presidency in the absence or disability of the President.
- To perform other duties as assigned by the President.

### **Qualifications:**

- Must have actively served or be serving in an elective office or Directorship of a Member Board/Association.
- Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon.
- Must have served as President of his/her local Board/Association of REALTORS®, or as an officer of the National Association of REALTORS® or any of its Institutes or have served as a Chair of any Key Committee.
- Must have served as a Director of the State Association.
- Must have served on an Oregon Association of REALTORS® Committee the year prior to taking office or have actively served on a state committee for a minimum of (3) three years of the last (5) five years.

**Term:** The President-Elect is elected for a term of one year and automatically succeeds to the office of the President.

**See Appendix 1.10 for the Memorandum of Understanding of Expectations for the position of OAR President-Elect form.**

## **Duties of the President-Elect Designee**

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**Function:** If the incoming President-Elect (President-Elect Designee) is not a member of the Executive Committee at the time of their election, the President may invite the President-Elect Designee to attend all Executive Committee meetings held between the incoming President-Elect's election and their subsequent installation. The purpose of the invitation is to offer the incoming President-Elect Designee the opportunity to become familiar with the issues and procedures of the Executive Committee prior to becoming a member of the Committee. The President-Elect Designee shall not vote and may address the Executive Committee during a meeting only at the Executive Committee's invitation.

## **Duties & Responsibilities of the Immediate Past President**

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**Function:** Serve as an officer of the Association and as a resource to the succeeding leadership.

**Duties and Responsibilities:** The Immediate Past President shall:

- Serve as a member of the Board of Directors and Executive Committee.
- Serve as Vice Chair of the Elections Committee.
- Serve and perform other duties as directed by the President.
- Be familiar with all governing documents of the Association and assist in the implementation of the objectives and strategies of the Strategic Plan.
- Serve as a member of the CEO Evaluation Committee.

**Term:** The Immediate Past President serves in this office in the year immediately following the year served as President.

## **Duties & Responsibilities of the District Vice President**

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**Function:** Assist the President and represent the Association in their elected District and serve as a conduit of information between the Executive Committee and their District.

**Duties and Responsibilities:** Within the limits of the Association's Bylaws and Policies, the District Vice-President is responsible for and has commensurate authority:

- To serve as a member of the Board of Directors and of the Executive Committee.
- To attend all Oregon Association of REALTORS® business meetings and other Association meetings as assigned by the President.
- At a minimum, attend at least one meeting or event per year at each local Board/Association in the District.
- To attend Board/Association visitations and installations as assigned by the President.
- To represent the membership of their District and ensure ongoing communication of actions taken by the Association's Board of Directors,
- Communicate issues from their membership to the Association Board of Directors and/or Executive Committee.
- Use the Talking Points created by OAR to lead discussions when visiting Boards/Associations.
- Communicate regularly, via email or some other electronic media, with the Presidents and Presidents-Elect of the Boards/Associations in their Districts.
- Lead and facilitate discussion during District Caucuses at Spring and Fall Governance Meetings.
- Lead and facilitate discussion during any Town Hall meetings in each District.
- To recommend the names of potential Key and Special Committee members to the President.
- To be the spokesperson to the members of their District from the Association as requested by the President.
- To mentor the DVP-Elect during the time between election in April and taking office in November.
- To participate in the development of the Oregon Association of REALTORS® Strategic Plan and

- budgeting process.
- To perform other duties as assigned by the President.

**Elections:** While the local Boards/Associations are responsible for electing, through their Presidents, the Vice President of their District, the current DVP and OAR will participate and/or provide guidance in that process to ensure consistency. The election process includes the following steps:

- The current DVP will help identify potential future DVP candidates.
- The OAR CEO or designee will communicate with each local Board/Association (through the President and Association Executive) six months before their next DVP election.
- No later than December 1 of each year, the OAR CEO or designee will communicate with the local Presidents and Association Executives that the current DVP will begin the process of identifying candidates for the DVP positions, and that any local President or Association Executive with a potential candidate shall transmit that name to OAR to begin the application and vetting process.
- Once candidates have been identified, OAR will work with the candidates to ensure the proper forms and information are completed and available to the OAR Elections Committee by no later than three weeks prior to the election.
- Once the Elections Committee has verified candidates as meeting the minimum standards for the position, the DVP, the candidate and the local Presidents and Association Executives will be informed of the name(s) of valid candidates.
- The current DVP, working with OAR, will begin to schedule a meeting and/or conference call wherein all local Presidents can participate, discuss, and vote. The election for DVP shall occur no later than March 1 of the elective year.
- If one of the candidates happens to be the current DVP, the OAR CEO or designee, will coordinate the process without the help of the DVP in question
- The OAR CEO, or designee, will participate in the meeting and/or conference call to take minutes and answer questions of process, Bylaws, and/or Policies. The OAR CEO or designee will in no way take any position on any candidate involved in the election.
- The OAR CEO or designee will include the names of DVP's, duly elected by the Presidents of the Boards/Associations within the District, in the agenda of the OAR Board of Directors meeting for approval, as specified in the Bylaws.

**Qualifications:** Must have actively served or be serving in an elective office or Directorship of a Member Association or have actively served on one or more Oregon Association of REALTORS® committee(s) for a total of not less than three (3) years out of the last five (5) years.

Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon.

**Term:** District Vice Presidents are elected by their respective districts to serve for terms of two years and cannot serve more than two successive terms in this office. A REALTOR® elected as DVP, but before they officially take office, shall be termed the DVP-elect, and may, at the discretion of the current DVP, serve alongside that DVP for the remainder of the current DVP's term.

Elections shall be held at the discretion of each District; however, elections shall be held no later than March 1. The OAR Board of Directors shall approve the outcome of elections during the Spring Governance Board Meeting. The DVP will take office, as per Bylaws, on the first day after the last day of the NAR Annual Convention.

**See Appendix 1.11 for the Memorandum of Understanding of Expectations for the position of OAR District Vice President form.**



## **Duties & Responsibilities of a State Director**

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**Function:** To establish and review major policy of the Association. This entails legal and fiscal responsibilities to the Association's members.

**Duties and Responsibilities:** Participate as a member of the governing body of the Association. The Director shall:

- Attend each Board of Directors meeting.
- Attend the bi-annual REALTOR® Day in Salem.
- Be well-informed on the issues. Attend and participate in any scheduled Board of Directors conference call, pre-Board of Directors meeting forums and any District briefing sessions prior to the Board of Directors meeting. If you feel a motion should be discussed, or additional information is needed, speak up. Hurriedly passed motions usually do not receive the consideration they deserve. It is better to table a motion than pass one you will later regret.
- All Directors are invited and encouraged to attend any open committee meetings as a guest. Closed meetings are identified.
- Determine what the members want and need. Talk with peers and bring their concerns to the attention of the Committees and Board of Directors.
- Support the decisions of the Board of Directors and serve as a spokesperson to local Board/Associations and general membership of board decisions.
- Be familiar with the official policy and process of the Association. Statements to members will be viewed as official policy.
- Be positive and constructive in your efforts and strive to build a stronger Association.
- Guide the industry.

**Qualifications:** Must have served or be serving in an elected office or Directorship of a Member Board/Association and must be a member in good standing with the Oregon Association of REALTORS® (i.e., dues are paid, real estate license is active).

**Term:** Terms of office for Member Board/Association Directors at Large shall be determined by the Member Board/Association. By December of each year, the Member Board/Association shall advise the Chief Executive Officer of the names of the Directors at Large and the Alternate Directors elected or appointed by the Member Board/Association for the upcoming year.

**Constituency:** All members of the Oregon Association of REALTORS®. Specific concerns of local Board/Association should be considered; however, Director decisions must be made with the welfare of the entire membership in mind.

### **What Directors Should Know:**

- Association Bylaws and Policy
- State Committee purposes and goals
- Policy and program adoption process
- Role of Executive Committee and Staff

**Summary:** Service on the Board of Directors will have a significant impact on the Association, and on Directors personally if goals are set and kept. As Directors achieve goals, service on the Board of Directors can be one of accomplishment and influence over the future of the Association.

**Who do Directors Represent?** (Voting Responsibilities) Member Board/Association Directors are elected by their local Boards/Associations. They are Directors-at-Large and not bound by any vote cast by the local Board/Association. Directors are free to vote in support of a local Board/Association position, BUT NOT BOUND! Directors must consider the welfare of the entire State above the concerns of the local Board/Association.

## **Duties & Responsibilities of a State Alternate Director**

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**Function:** To establish and review major policies of the Association. This entails legal and fiscal responsibilities to the Association's members. Each Member Board/Association may elect or appoint several alternate directors at large to serve equal to their allotted number of state directors, having full voting rights and privileges only when substituting for a Director at Large who has an excused absence from the Member Board/Association. These substitutions can be made up to the time the credentials process is closed prior to each Board/Association meeting. Newly appointed alternate directors must be declared to the Oregon Association of REALTORS® in writing, at least 7 days prior to a Board of Directors meeting. By December of each year, the Member Board/Association shall advise the Chief Executive Officer of the names of the Directors at Large and the Alternate Directors elected or appointed by the Member Board/Association for the upcoming year. Member Board/Association alternate directors shall be authorized to substitute for a Member Board/Association Director at large by written authorization to the Association from the Member Board/Association AE, President or elected Secretary.

**Duties and Responsibilities:** Be responsible for all the duties of the State Director in the event of the State Director's absence, incapacity, or vacancy.

**Qualifications:** Must be a member in good standing.

**Term:** By December of each year, the Member Board/Association shall advise the Chief Executive Officer of the names the alternate directors elected or appointed by the Member Board/Association for the upcoming year. There is no Alternate Affiliate Director.

## **Duties & Responsibilities of NAR Directors**

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**Function:** Serve as a NAR Director. Support the decisions of the Board of Directors and serve as a spokesperson to the Oregon Association of REALTORS®, their local Board/Association, and general membership of said decisions.

**Duties and Responsibilities:** NAR Directors shall participate in and provide reports to the membership through the Board of Directors on all NAR meetings including, but not limited to:

- The Member and Director Update.
- The meeting of the Oregon Association of REALTORS® NAR Directors, if scheduled.
- The Region 12 Caucus.
- The National Association of REALTORS® Board of Directors meeting.
- Capitol Hill Visits during the Midyear Meeting.
- Two NAR Committee meetings of attendee's choice.

**Qualifications:** NAR Directors-At-Large candidates should:

- Be a member of the Oregon Association of REALTORS® for a minimum of 5 years.
- Have served as a State Director for a minimum of 2 of the immediate past 5 years
- Have served as an Oregon Association of REALTORS® officer, Executive Committee member or as a state committee or Key Committee member in the immediate past 3 years or have previously served as a NAR Director.
- Attended at least 2 NAR meetings in the immediate past 3 years.

**Term:** NAR Directors are elected for a term of three years.

**See Appendix 1.12 for Expectations for the NAR Directors form.**

## **Duties & Responsibilities of Federal Political Coordinators (NAR Policy)**

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**The Federal Political Coordinator is a position within the National Association of REALTORS®. A Federal Political Coordinator's (FPC's) most valuable contribution to NAR is the relationship they develop with their Member of Congress. In addition to regular contact with the assigned Member of Congress, there are several specific tasks which are required to fulfill the role of FPC:**

### **1. Respond to All NAR Calls for Action**

FPCs are expected to respond to ALL NAR Calls for Action they receive. As NAR's key REALTOR® communicators with Congress, FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example. After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same.

### **2. Advocate on Behalf of all REALTORS® and the REALTOR® Party**

The REALTOR® Party is the non-partisan approach to moving forward legislation that is of benefit and value to all REALTORS®. FPCs must be able to remain neutral on the issues and remove their personal bias before advocating on any REALTOR® supported issue 100% of the time.

### **3. Contact Assigned Member of Congress at Least Once per Quarter and Submit a Field Report**

FPCs should have a minimum of four personal contacts with their Member of Congress (or staff) per year (meetings, RPAC check deliveries, etc.). FPCs are encouraged, however, to not limit that number to four and should communicate with their assigned Member of Congress as often as possible. Filing a field report after each meeting alerts NAR lobbying, policy and RPAC staff (if a check delivery was part of the interaction) as well as state Government Affairs staff that the meeting occurred and follow up may be required.

### **4. Participate in Training as Required**

All FPCs must complete required training either in person or online. Newly appointed FPCs will participate in the semi-annual conference in Washington, DC, and returning veterans can complete their training requirement with various online options. Being familiar with each NAR issue is essential to advocate on behalf of REALTORS® - that issue education will occur in the training modules.

### **5. Utilize and Deliver All RPAC Contributions in a Timely Manner**

FPCs are each allocated In-State Funds that they can use at their discretion to help develop their relationship with their Member of Congress. FPCs are to ensure that these funds are utilized early in the two-year cycle (six-year cycle for Senators). \$1000 is allocated for each Representative and \$2000 for each Senator, per cycle. (These funds are provided by NAR.) FPCs are also responsible for delivery of additional RPAC checks as approved by the RPAC National Trustees. They should ensure that each check is delivered in a timely manner.

### **6. Attend each Annual Mid-Year Meeting**

FPCs are reimbursed by NAR up to \$1000 for travel expenses incurred to attend the Mid -Year Meeting. Each FPC should make every effort to attend to lead the issue advocacy in their respective Member of Congress' office. This is the most important federal meeting of the year and FPC participation is vital.

### **7. Develop a Contact Team**

Each FPC should identify REALTORS® in the district that can assist in their duties and should notify their state RPIC member upon doing so. The FPC should maintain regular communication with the team on the NAR issues and CFAs. The team should be ready to aid the FPC in check deliveries or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should the time come to step down.

## **8. Sign and Return a Pledge Form to NAR**

The Pledge is an agreement between the appointed FPC and NAR. By signing the form, the FPC agrees to carry out their duties to the best of their ability and acknowledges they can be removed for failure to fulfill the role.

FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR's legislative objectives and their understanding of RPAC's importance in achieving those goals.

## **Duties & Responsibilities of the Chief Executive Officer**

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**Function:** The Chief Executive Officer (CEO) is responsible for planning, organizing and directing the staff, programs and activities of the Association to ensure members remain an integral and valuable part of the real estate transaction. The CEO recommends and participates in formulating the vision, mission, values, goals, objectives and related policies of the Association and ensures objectives are achieved. The CEO is responsible to, reports to, works closely with, and supports the President, Board of Directors and the Executive Committee. The CEO has overall responsibility for the effective conduct of association affairs to meet association goals.

### **Duties and Responsibilities:**

#### Board of Directors and Executive Committee Support

- Keep the President, Board of Directors and Executive Committee informed on status of the organization and operations, progress of all programs, and any significant problems or developments affecting the Association and all factors influencing them.
- Counsel the Executive Committee on Association financial matters and direct the preparation of proposed budgets and financial reports.
- Serve as liaison to the Board of Directors and Executive Committee.
- Perform such other general responsibilities as may be delegated by the President, Board of Directors or the Executive Committee.
- Prepare agendas for the Board of Directors meetings and Executive Committee meetings.
- Execute all decisions and implement all policies of the Board of Directors and the Executive Committee, except when the duty to do so is specifically assigned to someone else by the President.
- Attend all meetings of the Board of Directors and Executive Committee as an ex-officio member without a vote.
- Counsel the President regarding appointments of available association members to various committees and task forces.
- Act as secretary for the Association by maintaining official minutes of the Board of Directors and Executive Committee and other official meetings of the organization, providing security for all files, legal and historic documents, and membership and mailing lists.
- Serve as liaison to the Oregon Real Estate Agency.

#### Committee and Member Support

- Provide coordination between the association staff and the chairs of all Association Key Committees and Special Committees.
- Counsel and assist the Key Committee chairpersons in developing and implementing programs proposed by their groups.
- Promote membership interest and active participation in association activities and report the activities of the Association through the communications media of the Association.
- Provide the necessary liaison and staff support to Key Committee chairpersons, and other committees, to enable them to perform their functions properly.
- Ensure the decisions and recommendations of groups and committees are submitted to the Board of Directors and the Executive Committee for approval.

- Develop education programs to advance the professional, technical, and managerial skills of the membership and operate within the budget and program objectives the Board of Directors approves.
- Plan, organize, and direct membership promotion and retention programs and evaluate results to recommend policies, procedures and actions to achieve membership goals.

#### Staff Management and Operations

- Ensure there is an organizational structure in the Oregon Association of REALTORS® office that responds to the priorities of the Association.
- Implement the general policies established and approved by the Board of Directors and the Executive Committee by developing and following specific policies, procedures and programs for day-to-day operations.
- Direct and coordinate all approved programs, projects and major activities of the Association staff.
- Provide and supervise staff necessary for the successful performance of Association services and functions.
- Be responsible for the hiring, training, reviews, promotions, terminations and morale of the staff within the established budget.
- Execute contracts and commitments as authorized by the Board of Directors or established policies.

#### Plans and Review

- Review and approve proposals for expenditures or commitments by the Association and submit expenditures to the Executive Committee in accordance with existing policies.
- Plan, formulate and recommend for the approval of the Board of Directors and Executive Committee basic policies and programs which will further the objectives of the Association, as identified and approved in the Strategic Plan.
- Review and countersign all accounts payable checks.
- In cooperation with the Executive Committee, develop, recommend, and operate within an annual budget, as approved by the Board of Directors.
- Ensure all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
- Arrange and complete annual CPA audit.
- Ensure and maintain the legal and corporate integrity of the Association.

#### Meeting Coordination

- Be responsible for the planning, promotion and administration of all official meetings of the Association.
- Provide necessary staff support for the President to attend official meetings of Member Boards/Associations, National Association of REALTORS®, and other meetings with allied organizations as required.

#### Communications

- Coordinate all communications to the general membership and Board/Association AEs, including memos, newsletters, general mailing, news releases, etc., as directed by the President, Board of Directors or the Executive Committee.
- Maintain an effective level of communications throughout the state.

#### Internal Relationships

- Maintain positive relationships with members of the Association to further enhance the effectiveness of the organization.
- Build and maintain positive working relationships with and provide support to, local Boards/Associations and Association Executives to enhance the effectiveness of the local organizations, which will in turn strengthen the Association.
- Establish such other internal relationships as the Board of Directors or Executive Committee may specify or as the CEO may deem advisable with the concurrence of the President.

- Establish and maintain a positive working relationship with Association Counsel.
- Maintain positive working relationships with staff to enhance the effectiveness of the organization.
- Maintain a positive working relationship with state and national associations and represent the Oregon Association of REALTORS® on committees of the National Association of REALTORS®, with the concurrence of the Board of Directors.

#### External Relationships

- Represent the Association in its contacts and dealings with governmental officials, elected officials, and agencies, including lobbying for issues deemed appropriate.
- Establish and maintain relationships with industry, public service organizations and vendors, as desirable or necessary in the best interests of the Association and in conformity with the overall objectives and policies of the organization.
- Maintain positive working relationships with other organizations, both public and private, and see that the position of the Association and its members is enhanced in accordance with the policies and objectives of the Association.
- Plan, coordinate and conduct public relations programs to enhance public acceptance of the industry.

#### **The Role of a NAR Director vs. NAR Delegate**

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The terms "Director" and "Delegate" are normally considered to be synonymous terms when, in fact, they are not. A Director has certain obligations of a fiduciary nature to the Association and serves as a member of the governing body. A Delegate, on the other hand, is an individual who is selected through a process to cast a vote (weighted by the Bylaws) as a representative of the membership at the Association's general membership meeting (convention). An alternate should be prepared to stand in the shoes of a Delegate in case of absence. The governing body of the NAR is the Board of Directors. Directors-at-large are allocated to each state based on the number of REALTORS® in that state.

#### **Role of the Delegate (NAR Policy)**

The following guidelines will explain the role of voting delegates.

**Now that you are a Member of the NAR Delegate Body:** The "Delegate Body" is the name commonly used to refer to the group comprised of presidents of member boards or their accredited alternate. As a delegate, you represent every member of your local Board/Association.

**Function of the Delegate Body:** The duties of the Delegate Body are to vote on the amendments to NAR's Constitution and Code of Ethics. These duties are accomplished at the Delegate Body Meeting held at the REALTORS® Conference & Expo or if the President calls a special meeting.

**Preparing for the Delegate Body Meeting:** The Delegate Body agenda and the proposed amendments to the NAR Constitution and the Code of Ethics are sent to the member boards 30 days prior to the meeting.

It is important that you read and understand the proposed amendments to NAR's Constitution and Code of Ethics because you will be voting to change the Association's governing documents. There will be a Delegate Body Forum held at the REALTORS® Conference & Expo to educate delegates about the issues.

**At the Delegate Body Meeting:** Association Executives can sit next to their delegate during the Delegate Body Meeting but are not allowed to vote.

There will be check-in stations located outside the meeting room. Upon check-in, each delegate **must** present a picture ID along with the Delegate Body Certification Confirmation.

There will be special check-in stations for delegates casting votes for multiple boards. Delegates voting for multiple boards should allow extra time to check into the Delegate Body Meeting.

At check-in, each delegate will receive the following:

- Delegate Body Agenda and Handouts
- Voting Delegate Ribbon
- Voting Ballots

Only **certified** delegates can vote. A large sign will designate the area reserved for your region. It is important that delegates sit within their respective region.

**Voting:** A delegate is entitled to cast as many votes as his/her board has REALTOR® and REALTOR-ASSOCIATE® members in good standing as of the NAR designated date. A delegate may not divide his/her board's votes. **Voting by proxy is not permitted.** Delegates voting for multiple boards/associations will cast votes for each Board/Association separately.

Amendments to NAR's Constitution and the Code of Ethics must be approved by two-thirds vote.

The Delegate Body is an important part of the Association's governing structure. Your participation as a voting delegate assures that members receive representation at the National level.

### **NAR Director Voting**

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Since Directors of the NAR are elected by the Board of Directors of the Oregon Association of REALTORS® to act and represent the membership of the state, they should be left to cast their vote(s) according to their conscience.

Therefore, on all matters to be voted upon by the Board of Directors of the NAR, the Board of Directors of the Oregon Association of REALTORS® may take a position on the matter. They may only suggest, but never require, that a NAR Director vote the position of the Oregon Association of REALTORS® Board of Directors.

### **NAR Directors**

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A National Association of REALTORS® Director position is reserved for the State President. All other National Association of REALTORS® Director vacancies shall be filled pursuant to Oregon Association of REALTORS® Bylaws.

Attendance at committees/caucuses will be coordinated by the President to assure coverage of as many committees/caucuses as possible and to avoid double coverage. NAR Directors will also be asked to monitor various committee/caucus meetings in the event no other person from the Oregon Association is in attendance. Directors are encouraged to attend as many other committee/caucus meetings as possible since most of the important discussions take place at this level.

Most of the NAR committees/caucuses mail or e-mail information to members in advance of the meetings. Directors should read the information thoroughly, PRIOR to leaving for the NAR meeting. This practice will enable each Director to play an active role at NAR.

### **NAR Board of Directors Meetings**

All NAR Directors must attend the NAR Board of Directors meetings to represent the views of the Oregon Association. Issues to come before the Directors should be studied in advance to assure a knowledgeable vote by each director. As much as possible, issues will be discussed in the Oregon Association Caucus. Directors should plan to stay for the entire board meeting.

### **Service on a NAR Committee**

Each NAR Director may be assigned as a liaison between a similar Oregon Association of REALTORS® and NAR Committee/Caucus. As a liaison, the Director will give a brief update at each of the Committee/Caucus meetings and lead the discussion on matters decided by the NAR Board of Directors that affect the Oregon Association of REALTORS®. Through participation in the Oregon Association of REALTORS® committees, each NAR Director will be better able to represent the membership of the Oregon Association of REALTORS®.

### **NAR Region 12 Caucus**

The NAR Directors shall attend the Region 12 Caucus and participate in the discussions. They should be knowledgeable and prepared to discuss the matters that come before the caucus. The purpose of the Region 12 Caucus is:

- To receive an update from Committee/Caucus members and NAR Leadership on issues and programs that are being discussed in the various Committees/Caucuses that will come to the floor of the NAR Board of Directors; and
- To allow the Regional Vice President and the state presidents to give an update on issues and programs of their respective associations.

### **NAR Region 12 Conference**

The purpose of the NAR Region 12 Conference is to provide a forum through which the elected leadership and/or staff of NAR can apprise the leadership and/or staff of the state associations and member boards in Region 12 of national and regional issues and activities of interest and importance, and to provide networking, education and information of region-wide significance to members and staff. The Region 12 Executive Committee may conduct a conference to be held at a date, time and place to be determined by the Regional Vice President of the Conference Year. The Region 12 Executive Committee is comprised of the current Regional Vice President, Immediate Past RVP, the RVP-elect, the Presidents of the five Northwest States -- OR, WA, ID, MT & AK -- and the Presidents-Elect of the five Northwest States are full voting members; the Association Executives and all active Past Presidents of NAR from any of the five Northwest States shall be ex-officio, non-voting members of the Executive Committee.



## Section 2

### **OAR Committees**

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#### Key Committees:

- Business Issues
- Government Affairs
- Political Affairs
- Professional Development

#### Special Committees:

- Elections
- Oregon REALTORS® Political Action
- REALTOR® of the Year/Distinguished Service Award
- Legal Action
- Strategic Planning
- Issues Mobilization
- Professional Standards
- Finance Review
- Economic Development
- Diversity

The President is empowered to form Presidential Advisory Groups (PAGs) to accomplish the objectives of the strategic plan and to address issues, programs and activities within the adopted policies and budget. The President may invite the following to attend the Executive Committee in non-voting positions: Finance Review Committee Chair, ORPAC Trustees Chair, and President-Elect Designee.

### **Committee Selection Process**

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- All Committee Applications must be submitted by July (specific date designated each year).
- Staff will compile the request forms and create a matrix to send to the President-Elect and President-Elect designee.
- Committee matrix will include entire list of those requesting a Committee, and will show their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices.
- Staff will only screen Committee applications to verify eligibility.
- Staff will send to President-Elect and President-Elect designee:
  - Committee Request Matrix
  - A copy of the Committee Roster, with member terms (those with expiring terms will not be included).
  - Minimum number of Committee members for the Committee, along with a recommendation from the staff liaison as to what the top number of members on that Committee should be.
  - Contact information for all incoming Vice Chairs and Chairs.
  - Current Committee rosters showing expiration dates of members.

Invitations to serve on Key Committees will be distributed prior to Fall Governance meeting.

- Staff will prepare and send letters to members to confirm Committee appointments and their term.
- Staff will send a letter to those NOT selected to serve, to encourage their continued participation at the meetings.
- Staff will send notification to members if they have been asked to serve on Committees that have schedule conflicts during the governance meetings. Members will then be asked to choose the Committee they wish to serve on and respond to staff within 15 days.

### **Communication of Committee Selections**

- Staff will distribute the list of Committee rosters to the local Association Executives upon completion.

For all appointments, appointee nominations will be solicited from Officers, State Directors, Key Committee Chairs and members, Member Board/Association Presidents, individual members, Affiliate members and Association Executives. Non-Association members may serve on Task Forces.

#### Participation

Each Key Committee shall attempt to have at least one representative from each of the six (6) Association Districts.

#### Communication, Reports and Recommendations

Communications from each Committee regarding each Committee's functions, responsibilities and programs shall come from the Committee's Chair or the Chair's delegate. Staff will facilitate such communications and staff will forward copies to elected leadership, when appropriate.

Committee reports shall be received as filed or referred to the Committee as needed.

The Oregon Association of REALTORS® staff will maintain a master calendar of all Association Committee meetings. The calendar will be used when setting meeting dates to avoid overlapping meetings as much as possible.

Each Key Committee, Special Committee, Task Force and PAG will be assigned a staff liaison as determined by the CEO.

#### Selection Criteria for Chair

It shall be the policy of the Oregon Association of REALTORS® that Committee and Task Force Chairs and Vice-Chairs are carefully selected per an established set of criteria. This established criterion shall be in effect unless other specific requirements for selection of Chairs are specifically mentioned in the Oregon Association of REALTORS® Bylaws or Policy Manual.

The selection of Committee and Task Force Chairs shall be based on the following:

- The candidate shall display the ability to communicate. Effective communication is a prime ingredient not only with the Committee, but also with other Committees, the Board of Directors, and related groups.
- The candidate shall have a record of active participation and interest in Association activities, Committees and objectives.
- The candidate shall display a willingness to listen. He/she should be open- minded encouraging free expression of ideas, opinions and recommendations by his/her Committee or Task Force members.
- The candidate shall display the ability to command attention and inspire.
- The candidate shall display the ability to control without dominating.
- The candidate shall maintain an acceptable understanding of parliamentary procedure.
- The candidate shall have a proven record of being a person with initiative.
- The candidate shall have the respect of his/her peers in the industry.
- The candidate shall display an understanding of the power relationships within the Committee or Task Force and his/her group's relationship with other Committees and Task Forces.
- The candidate shall display knowledge in the particular subject area in which the Committee will function.
- The candidate shall be able to think and act in terms of Association overall goals and objectives.
- The candidate shall display the ability to create the right atmosphere for productive Committee or Task Force action.
- The candidate shall indicate his/her availability to carry out the responsibilities involved. This includes time and, in some instances, resources.
- The candidate shall indicate a clear understanding of the position and role of Association management staff and a need for a close working relationship.
- The candidate is fully aware of their commitment and responsibilities.

- The candidate is encouraged to be an RPAC investor for at least the NAR Fair Share level.

#### Selection Criteria for Committee Members

The composition of Key and Special Committees is specified in the Policy Manual of the Oregon Association of REALTORS®. Other committees are stated to have such size and composition as is necessary to accomplish the objectives of the committee. When such is the case, members will be appointed to Committees with the following general guidelines:

- Individuals who display an interest in the activities of the Association as well as demonstrate a capacity or aptitude for the tasks of a Committee.
- To ensure representation from all segments of the membership, consideration will be given for representation from different areas of the state, sizes of firms, and/or areas of expertise to generate different viewpoints and achieve a well-rounded group.
- To ensure continuity, it is valuable to retain certain members who have previously served on the Committee, while at the same time, avoiding a permanent clique.

#### **Responsibilities of Committee Chair**

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- The work of a chair shall always encompass the vision, mission, values, and goals of the Oregon Association of REALTORS® and shall never be influenced by self aims and personal objectives and shall avoid self-dealings in any matters relating to the Oregon Association of REALTORS®.
- Before each meeting, consult with Association staff and other key members of the Committee in planning the Committee's Task Force's objectives and activities. The entire program of work should be thoroughly reviewed so that individual Committee/Task Force and PAG assignments can be effectively made.
- Direct the Committee in reviewing and achieving the Committee's objectives. Be responsible for stimulating group thinking, encourage and channel discussion, weigh the value of expressed ideas and suggestions, summarize constructive suggestions and seek out decisions.
- In coordination with staff, ensure that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of Committee work maintained.
- Remain constantly informed regarding the progress of individual Committee/Task Force and PAG assignments.
- Motivate the members of the Committee/Task Force and PAGs toward active participation and involvement. With Association and the Committee objectives in mind, channel the interests and talents of individual members into productive efforts and insure the necessary follow-up action.
- Have a thorough knowledge of Oregon Association of REALTORS® policies.
- Select Sub-committee, Task Force or Work Group chairs, as directed by Committee Policy and provide them with their duties.
- Be familiar with the events of other Committees to avoid duplication.
- Continually review and evaluate the Committee's purpose and their activities related to such.
- Accept all responsibilities as assigned by the President and the Executive Committee.

#### **Responsibilities of Committee Members**

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While the duties of the individual Committee member may vary, there are certain basic responsibilities when he/she accepts an appointment.

- The work of a member shall always encompass the missions and goals of the Oregon Association of REALTORS® and shall never be influenced by self-aims and personal objectives and shall avoid self-dealings in any matter relating to the Oregon Association of REALTORS®.
- Acknowledge immediately all communications regarding Committee work.

- Determine their availability for Committee meetings and inform the Chair or staff as soon as possible.
- Become acquainted with Committee members early in the year.
- Thoroughly review all pertinent background material and the agenda before coming to meetings.
- Take an active part in all discussions.
- Seek to understand and have respect for others' ideas and conflicting viewpoints.
- Consider all problems objectively and impersonally.
- Seek clarification on any point or problem not fully understood.
- Follow through on accepted assignments as requested by the Chair or Committee.

### **Committee Meetings – Chair/Staff Guidelines**

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- The Association governance/volunteer structure has, as its main purpose, the effective/efficient use of volunteer time and energy. For the most part, the Association's annual plan of work is already laid out within the strategic plan and program packages contained in the annually approved budget. The responsibility of the Committees is to provide oversight for those programs and activities in their area and to determine the need for additional programs and services responsive to member needs. Remember, the Committees are responsible for the "what." It is staffs' responsibility to take care of the "how, when, where" development, coordination and implementation. Under normal circumstances, Key Committees will meet twice during the year at governance meetings and by conference call as needed.
- The best time to schedule Committee meetings (at other than governance prescheduled meetings) will be at 10:00 a.m. or 1:30 p.m. Either time gives the people who must travel long distances time to make the trip. As a rule of thumb, Committee meetings should be three (3) hours or less.
- Remember that Special Committee and Work Group or Task Force meetings should all be held by conference call or at the Association office unless there is some justifiable, extenuating circumstance.
- Each Key Committee has less than 18 members selected for their interest and expertise. With the Key Committee size and the normal number of meetings, attendance is critical. Leadership and staff liaisons should be very sensitive to attendance and be prepared to recommend replacement of members where attendance problems become chronic or unsolvable.
- Agendas, support materials and any previous minutes should be sent to all Committee members, the President and President-Elect at least two weeks prior to the scheduled meeting. Final agendas and all support material should be given to the CEO for review at least three days before the scheduled meeting.
- Committees should do as much of the "decision making" as possible. When they need more information or study before a decision can be made, a Task Force or Work Group should be appointed. Do not try to appoint the Task Force Chair and all its members at the Committee meeting. The Committee Chair should appoint the Task Force Chair only and let that Chair and staff select Work Group members for approval by the Committee Chair (remember that Task Force members are not restricted to Association members).
- When Task Forces are appointed, they should be given a clear understanding of their purpose and authority and the time commitment involved. Some Task Forces will be appointed with full authority to proceed while others will be appointed to make recommendations back to the Committee. Task forces should also be informed of the deadline for completion of their responsibilities.

- Timely communication is critical. A verbal report of Task Force activities should be provided to the Committee Chair as soon after the Task Force meeting as possible, followed by a written report when appropriate. Staff liaisons should make sure that communications between Committees on interrelated programs and activities are complete and timely.
- Minutes of meetings should be sent to the Chair with a copy to the CEO, within one week of the meeting. After comment, if any, the minutes should be sent to the President, President-Elect, and Committee members.
- Remember that Committees must provide a written report to the Board of Directors and that the Board of Directors packets will be mailed 30 days prior to the Board of Directors meetings in the spring and fall. Plan accordingly to give yourself enough time to draft the report for CEO review, finalization, copying and processing for the packets. Key Committee Chairpersons are also responsible for giving a brief verbal report at the Board of Directors meetings and each time the Executive Committee meets. In most cases, unless specific action involving money or policy is needed, these reports will be informational in nature.
- When requested by the President, Chairperson or Vice Chairperson may be responsible for participating in the Member/Director Forum, if scheduled, at each governance meeting. The purpose of the Forum will be to inform members present about Association current events and issues and to provide an opportunity for member input on predetermined issues and topics.

### **Committee Reports**

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Final Committee reports recommending a course of action or conveying information to the Executive Committee and Board of Directors shall be given in person unless excused by the President, at which time it can be given in writing or by a substitute chosen by the Committee Chair. Reports to the Executive Committee and Board of Directors shall be required of the Committees as follows:

- A Committee report requesting an interpretation of Board policy shall be referred to the Executive Committee and Board of Directors.
- A Committee report requesting the approval of a publication, project or program not requiring financial support shall be referred to the Executive Committee and the Board of Directors, as appropriate. If the request involves the need for an appropriation, it shall first be referred to the Executive Committee.
- A Committee report requesting the approval of a new policy, or for a change in existing policy, shall be referred to the Executive Committee and the Board of Directors.
- A Committee report requesting an emergency action to adopt policy shall be referred to the President and Executive Committee, subject to ratification by the Board of Directors.
- A Committee report consisting of information, and not action, shall be referred to the Board of Directors.

### **Staff Liaison Duties**

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Staff Liaisons to Committees will meet with new Committee Chairperson prior to first Committee meetings to review function, roles and responsibility of the Committee; relevant plans and carry-over projects; proposed activities for the coming year; and policies and procedural guidelines. The Staff Liaison will provide continuity from year to year.

The Staff Liaison should render all possible assistance but should never assume the committee's prerogative. The Staff Liaison is involved to answer questions, offer suggestions or raise questions when appropriate. They are expected to be knowledgeable on Association Policy, Committee scope and the subject under discussion. They are not, however, to serve as accomplishers of the Committee's tasks.

The Staff Liaison will assist the Committee Chairperson in planning meetings and agendas; recording meeting notes; handling logistical details associated with meetings and sponsored events; preparing correspondence for the Committee; maintaining appropriate records; and gathering necessary information for policy decisions and meeting preparations.

The control of internal operating activities and procedures of the Oregon Association of REALTORS® rests with the Chief Executive Officer. Staff Liaison allocation remains the responsibility of the CEO. Because staff time is limited, any requests of the Staff Liaison above what is described here should go through the CEO for pre-approval.

### **Oregon Real Estate Forms (OREF) Board of Managers**

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OREF is a for-profit Oregon limited liability company. It is owned by three REALTOR® boards: Portland Metropolitan Association of REALTORS® (PMAR), with 50% ownership, Eugene Association of REALTORS® (EAR), with 30% ownership, and Oregon Association of REALTORS® (OAR), with 20% ownership. It is run by a Board of Managers under the governance of the OREF Operating Agreement.

The Board is made up of ten managers from the three-member shareholders; five from PMAR, three from EAR, and two from OAR. These Managers are appointed by and represent their respective shareholders for three-year terms. The immediate past Chair will serve as ex-officio, member of the Board if their three-year term is expired. In addition to the ten managers, the executive director from each of the three shareholders participates in manager meetings but does not vote. OREF has an executive officer who reports to the chairperson. The chairperson is a manager elected annually by the other managers.

It is important to note that the board of managers is entirely different than the OREF Forms Committee. The managers review form changes, new forms and have the final approval on those matters; but they are not to be directly involved with form development. The Forms Committee, whose chairperson reports to the Board of Managers Chair, is responsible for forms development.

A member on the Board of Managers has the following duties:

- Attend quarterly meetings in Salem, or more often if necessary.
- Monitor and participate in business planning of OREF.
- Review OREF budgets and financials monthly.
- Participate in creating OREF policies.
- Serve on OREF special committees or task forces as requested.
- Report non-confidential information on OREF activities to the shareholder they represent.
- Maintain confidentiality on business issues.

### **Oregon Real Estate Forms (OREF) Forms Committee**

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OREF is a for-profit Oregon limited liability company. It is owned by three REALTOR® boards: Portland Metropolitan Association of REALTORS® (PMAR), with 50% ownership, Eugene Association of REALTORS® (EAR), with 30% ownership, and Oregon Association of REALTORS® (OAR), with 20% ownership. It is run by a Board of Managers under the governance of the OREF Operating Agreement.

The OREF Forms Committee is responsible for the development and updating of the OREF forms. The Committee is responsible for the forms content, layout and design, with the final approval of the OREF Board of Managers.

The Committee consists of nine members, three from each shareholder organization. These members are appointed by and represent their respective shareholders for three-year terms. The immediate past Chair of the Forms Committee will serve as ex-officio if their three-year term has expired. There may be additional

ex-officio positions as appointed by the Forms Committee Chair and/or the Board of Managers Chair and approved by the BOM chair.

The committee meets from February through August, 7 meetings. At the August meeting the Committee finalizes its recommendations to be presented to the BOM for their approval. After the BOM approval of forms recommendations the Executive Officer prepares changes and new forms with necessary formatting for printing and for online forms integration. Form changes and new forms are usually released by January 1 of the following year.

In addition, a representative from the title industry serves on the committee, along with OREF legal counsel. The OREF executive officer attends committee meetings and serves as secretary.

An OAR appointed member on the Forms Committee has the following duties:

- Attend meetings in Salem and/or participate in conference calls.
- Participate in the development and review of OREF forms.
- Serve on sub-committees or task forces as requested.
- Solicit input from respective shareholder association and communicate all proposals and/or concerns to the Forms Committee. (note: change is from OREF, not OAR)

## **Legal Action Fund Operating Procedures**

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### **I. DEFINITIONS**

As used in this Statement:

- A. "Applicant" means a Board Member, Member Board or any Key Committee of the Oregon Association of REALTORS®, who has:
  - 1. been or will be named as party in a lawsuit, appeal, or quasi-judicial or administrative proceeding; and
  - 2. signed a Request for Assistance which has been submitted by a Member Board (except for Key Committees or OAR).
- B. "Board Member" means any active member of a Member Board as defined in (G) below.
- C. "Committee" means the Legal Action Committee.
- D. "Chief Executive Officer" means OAR's Chief Executive Officer or his/her designee.
- E. "Fund" means the Legal Action Fund.
- F. "Legal Counsel" means legal counsel for OAR.
- G. "Member Board" means any Board of REALTORS® within the State of Oregon which holds membership in good standing in this Association and in the National Association of REALTORS®.
- H. "OAR" means the Oregon Association of REALTORS®.
- I. "Submitting Member Board" shall be the Member Board (if any) submitting a Request for Assistance to the Legal Action Committee.

### **II. PROCEDURE**

- A. Request for Assistance
  - 1. Timely Filing with Committee. As delay in judicial processes can harm or defeat a claim, the Committee may decline to consider a Request for Assistance which the Committee deems to be filed too late for the Committee to react in a responsible manner.
  - 2. Proceeding against OAR Member Board or Board Member.
    - a) Proceeding Against OAR. When a legal or an administrative proceeding is filed or threatened to be filed against OAR, information regarding the proceeding should be submitted in writing and in detail to the Chief Executive Officer, along with all pertinent papers.
    - b) Proceeding Against a Member Board or Board Member. When a legal or an administrative proceeding is filed or threatened to be filed against a

Member Board or Board member, and the Member Board or Board member believes that the proceeding involves an issue which is important to Member Boards or OAR generally, information about the proceeding should be submitted immediately to the Board of Directors of each relevant Member Board. The information should be submitted in writing and in detail, along with all pertinent papers. If the Board of Directors of a Member Board determines that the proceeding involves an issue which is important to Member Boards or OAR generally, it should forward the fully completed "Request for Assistance" (Exhibit "A") to the Chief Executive Officer.

3. Litigation. If litigation is filed or threatened which does not name the Oregon Association of REALTORS®, a Member Board or Board Member in the Lawsuit (but otherwise meets the criteria of Paragraph V of this Statement of Policy and Procedure) the Executive Committee, the Committee, the Chief Executive Officer, or Legal Counsel may request that the Oregon Association of REALTORS® participate (by intervention, negotiation or otherwise) in the filed or threatened litigation.
4. Amicus Curiae. The Board of Directors of a Member Board, the Committee, or Legal Counsel, may request that the Oregon Association of REALTORS® appear amicus curiae in a proceeding at any appellate level.

B. Consideration by the Oregon Association of REALTORS® Chief Executive Officer and Legal Counsel

The Chief Executive Officer shall promptly screen each request. Upon determination by the Chief Executive Officer that the request is complete, the request, along with all pertinent papers and information, shall be forwarded to and reviewed by Legal Counsel. Legal Counsel shall make a recommendation to the Committee about the request.

C. Consideration by Committee

1. No request shall be considered by the Committee unless all the pertinent papers and information are received by the Chief Executive Officer in time for the Oregon Association of REALTORS® to provide meaningful assistance.
2. The Committee, in consultation with Legal Counsel, shall consider the request according to the criteria of this Statement, and prepare a memorandum of recommended action to the Association's Executive Committee.

D. Consideration by the Oregon Association of REALTORS® Executive Committee

1. The Committee's recommendation shall be considered at the next regular meeting of OR's Executive Committee or at a special meeting called for that purpose. The Committee members may be present when the recommendation is considered by the Executive Committee.
2. The Executive Committee may adopt, reject or order the Committee to reconsider the recommendation. If the Executive Committee orders reconsideration, the Executive Committee may adopt or reject the Committee's subsequent recommendation or make its own decision on the Request for Assistance.
3. In each case in which the Executive Committee authorizes the expenditure of monies from the Fund, the Oregon Association of REALTORS® Executive Committee shall have sole discretion as to hiring the lawyers which will provide representation in a proceeding.

E. Proper Communications Channel

All communications, verbal or written, regarding a request for assistance shall be directed to the OAR Chief Executive Officer.



F. Appeals

1. Appealing the Committee's Decision  
Each submitting Member Board and each Applicant has a right to appeal the Committee's recommendation to the Association's Executive Committee.
2. Appeal of Executive Committee's Decision  
If OAR's Executive Committee rejects the Committee's recommendation in whole or in part, the Committee, each Submitting Member Board and each Applicant has a right to appeal the Executive Committee's recommendation to OAR's Board of Directors.
3. Consideration of Appeals by the Board of Directors  
The Board of Directors may take whatever action on the appeal it deems appropriate, consistent with the criteria of this Statement.
4. Procedure on Appeal  
The procedure for appeals shall be established by the body considering the appeal.

**III. LEGAL ACTION FUND**

A. Monies

1. The Fund shall be established according to OAR Bylaws, and maintained pursuant to OAR Bylaws, by special dues and contributions, and by appropriations approved by the Oregon Association of REALTORS® Board of Directors.
2. Each Applicant on whose behalf monies from the Fund were expended shall reimburse the Fund in full out of the proceeds of any monies awarded in a proceeding. If the award is insufficient to reimburse the Fund in full, the entire award shall be paid to the Fund, unless otherwise determined by the Committee.

B. Limitations

1. All authorized expenditures shall be submitted to OAR for payment.
2. The Fund may not be used in any manner which would constitute the inurement of earnings and assets of OAR to the benefit of any individual in a manner which would be inconsistent with maintenance of OAR's exemption under Section 501(c)(6) of the Internal Revenue Code.
3. The Fund may not be used on behalf of an Applicant to pay any judgment or settlement for damages, fine or any other monetary award.

**IV. USE OF FUND**

The Fund shall be used according to the criteria of assistance provided in Article V of this Statement. The Fund shall be used to pay for attorney fees, costs, disbursements and expenses for OAR, a Member Board, a Board member or the Applicant for the following purposes only and subject to any monetary restriction imposed by the OAR Bylaws:

A. Legal Action

1. Participation in litigation affecting REALTORS® as a class and/or the real estate industry.

B. Legal Defense

1. Amicus Curiae. To present argument as a "friend of the court" at the appellate level of a proceeding.
2. Defense of an Action. To defend an action.
3. Other. To intervene, or otherwise participate at a trial, quasi-judicial or administrative proceeding, or the like.

C. Legal Counsel and Consultants

1. To pay all costs of legal and other advice necessary for consideration by the Committee.

**V. ASSISTANCE BY THE OREGON ASSOCIATION OF REALTORS®**

The Committee, with the advice of Legal Counsel, shall determine whether OAR should aid based on the following criteria:

1. Assistance is likely to increase the probability of a result favorable to the real estate industry and the interest of the public.
2. The outcome of the proceeding may be the establishment of a legal precedent of importance to the real estate industry.
3. The proceeding may affect, adversely or favorably, the ability of OAR to continue to function as an effective association.
4. The proceeding involves a principle of law or an administrative regulation which may substantially affect a significant number of Member Boards or Board Members.
5. Goals consistent with the policies of OAR may be achieved in the proceeding.
6. The cost of assistance is reasonable under the circumstances.
7. Such other matters as the Committee deems appropriate.

**See Appendix 1.13 for Legal Action Committee Request for Assistance Form.**

**Issues Mobilization Fund Request Procedures**

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**I. DEFINITIONS**

As used herein:

- A. "Applicant" means a Member Board/Association or any Standing Committee of the Oregon Association of REALTORS®, who has signed and submitted a Request for Assistance.
- B. "Committee" means the My REALTOR® Party Committee.
- C. "Chief Executive Officer" means OAR's Chief Executive Officer or his/her designee.
- D. "Fund" means the Issues Mobilization Fund.
- E. "IE funds" means Issues Mobilization Independent Expenditure funds.
- F. "Member Board/Association" means any Board/Association within the State of Oregon which holds membership in good standing in OAR and NAR.
- G. "OAR" means the Oregon Association of REALTORS®.

**II. USAGE OF FUNDS**

Issues Mobilization funds shall be used as follows:

- A. To assist Member Boards/Associations with local political issues affecting real property rights, real property, real estate, real estate licensees, and the real estate industry.
  1. Funds may be made available by the Committee to Member Boards/Associations for use in local issues to assist them in organizing local issues campaigns and to assist them in solicitation of additional funds. Whenever possible, Funding Requests should be made in advance of expenditures. **Only upon specific approval of the Committee and the Executive Committee may funds be used to cover the actual cost of a local issues campaign.**
  2. No funds shall be authorized or allocated to any Applicant without submission of the Issues Mobilization Funding Request Form. The Committee may request that individuals representing the Applicant appear before the Committee to address the issue and the request.
  3. No request for Issues Mobilization funds for local campaigns shall be considered from REALTOR® Members or others without the written request of a Member Board/Association.
  4. Financial commitment by Applicants for local campaign funding is required.

- B. To conduct issues campaigns on statewide political issues affecting real property rights, real property, real estate, real estate licensees, and the real estate industry.
  - 1. Funding Requests for issues of statewide significance may be submitted by Member Boards/Associations, Key Committees or OAR Standing Committees *or the Chief Executive Officer* upon submission of the completed Funding Request Form.
  - 2. Approved funds may be used for all appropriate expenses incurred in the statewide issues campaign.
  - 3. To ensure the most effective utilization of funds, the Committee may require that statewide issues campaigns be coordinated by and through the OAR office.
  - 4. Funds should not be used to reimburse Applicants for contributions made to other issues campaigns or promotions.
- C. All funds allocated by the Committee are subject to the approval of the OAR Executive Committee or the Board of Directors. If the Executive Committee disapproves the recommendation of the Committee, the Committee or the Applicant may appeal that decision to the OAR Board of Directors.
- D. Approval of monetary support by the Committee and the Executive Committee does not constitute OAR's endorsement of the Applicant's position on the issue in question.
- E. Funds shall not be used to support political candidates or to pay costs of litigation.

Issues Mobilization Independent Expenditure (IE) funds shall be distributed as follows:

- A. Funds shall be made available by the Committee to Member Boards/Associations for use in support of local REALTOR® Party candidates for elected office.
  - 1. Funds shall be distributed to Member Boards/Associations on a per-member ratio, in an amount determined by the NAR Board of Directors.
  - 2. Funds shall only be used for independent or like-kind expenditures in support local REALTOR® Party candidates for elected office.
    - a. Funds shall not be used to support local political issues affecting real property rights, real property, real estate, real estate licensees, and the real estate industry or to pay costs of litigation.
    - b. Additional IE funds, if available, shall be distributed at the discretion of the Committee.
  - 3. A Member Board/Association may return their per-member allocation to the Committee for use in support of other local REALTOR® Party candidates in Oregon.
    - a. The Member Board/Association shall notify the Committee Chair in writing of the decision to return the allocated portion of IE funds.
  - 4. A Member Board/Association may request additional IE funds for use in support of local REALTOR® Party candidates for elected office.
    - a. No request for additional IE funds shall be considered without the written request of a Member Board/Association.

- b. No funds shall be authorized or allocated to any Applicant without submission of the IE Funding Request Form. The Committee may request that individuals representing the Applicant appear before the Committee to address the issue and the request.

### III. PROCEDURE

- A. All Funding Requests must be sent to OAR's Chief Executive Officer who shall promptly screen each Request. Upon determination by the Chief Executive Officer that the Request is complete, the Request, along with all pertinent papers and information, shall be forwarded to the Committee Chair and Issues Mobilization Staff Liaison.
- B. No Request shall be considered by the Committee unless all the pertinent papers and information are received by the Chief Executive Officer in time for OAR to provide meaningful assistance. The Committee, at its next regular meeting or a special meeting, shall consider the Request pursuant to criteria established in Section II and prepare a recommendation for action by OAR's Executive Committee.
- C. Consideration by Executive Committee
  - 1. The Committee's recommendation shall be considered at the next regular meeting of OAR's Executive Committee or at a special meeting called for that purpose. The Committee Chair or their designee shall be present when the recommendation is considered by the Executive Committee.
  - 2. The Executive Committee may adopt, reject or modify the Committee's recommendation.
- D. All communications, verbal or written, regarding an Issues Mobilization or Independent Expenditure Funding Request shall be directed to the OAR Chief Executive Officer or his/her designee.
- E. Appeals
  - 1. Applicants have the right to appeal the Committee's recommendation to OAR's Executive Committee.
  - 2. If OAR's Executive Committee rejects the Committee's recommendation in whole or in part, the Committee or the Applicant has the right to appeal the Executive Committee's decision to OAR's Board of Directors.
  - 3. The Board of Directors may take whatever action on the appeal it deems appropriate, consistent with the criteria in this Statement.
  - 4. The procedure for appeals shall be established by the body considering the appeal.

### IV. DURATION OF AND AMENDMENTS TO POLICIES AND PROCEDURES

- A. These Policies and Procedures shall remain in force until amended
- B. The Policies and Procedures may be amended upon the recommendation of the Committee with the approval of the Executive Committee or Board of Directors or may be amended by the Executive Committee with the approval of the Board of Directors.

**See Appendix 1.14 for Issues Mobilization Fund Request Form.**

### **OAR REALTOR® of the Year (ROTY) Nomination Guidelines**

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The State REALTOR® of the Year (ROTY) Program is designed to recognize a REALTOR® member from one of our Member Boards/Associations in Oregon who has provided outstanding service to all REALTOR® organizations (local, state and national), their profession and their community, primarily during the past 7

years.

Member Boards/Associations may submit candidates for the Oregon Association of REALTORS® ROTY recognition by submitting the individual's name to the Association along with the required applicant information. The State REALTOR® of the Year will be acknowledged at the Spring Governance meetings.

**The Purposes of the ROTY Program:**

- to recognize and reward deserving REALTOR® members for efforts and work on behalf of their fellow REALTORS®, their profession and their community;
- to communicate to the public, by these outstanding examples, the professionalism of REALTORS® and the outstanding work they do for their clients, customers, industry and community;
- to exemplify the qualifications, involvement and contributions of those REALTORS® required to be considered for leadership positions in organized real estate; and
- to foster a spirit of competition among those REALTORS® who make outstanding contributions to their REALTOR® organizations, the profession, and the community in which they live.

**See App. 1.15 REALTOR® of the Year Application Form.**

**OAR Life Service Membership**

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State Life Service Member Application Guidelines:

- a) Applications for the Life Service Member status must come from the individual member via the local Association EO.
- b) All local Associations will be notified of the guidelines and provided with the appropriate form/application(s).
- c) State Life Service Member applications will be reviewed and approved or disapproved by the Executive Committee.
- d) Successful applicants and their local Association will be promptly notified.
- e) Members receiving the Life Service Member status will be recognized at the annual governance meeting.
- f) Receiving Life Service Member status will exempt recipient from paying OAR dues beginning the year following recognition.

**See Appendix 1.16 for Life Service Application**

**OAR Distinguished Service Award (DSA) Nomination Guidelines**

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**PURPOSE:** To recognize outstanding service and contribution, over a period of years, to the Oregon Association of REALTORS®

**AWARD:** Oregon Association of REALTORS® Distinguished Service Award

**RATIONALE:** The Distinguished Service Award (DSA) supplements the REALTOR® of the Year Award and does not replace or compete with it. The REALTOR® of the Year Award (ROTY) remains the highest single honor and recognition of achievement for service to the National Association of REALTORS®, the Oregon

Association of REALTORS®, and Member Boards/Associations, and, in addition, business accomplishments, REALTOR® spirit and community service are also considered.

The DSA recognizes members for their extended (lifetime) contributions and service to the **Oregon Association of REALTORS®**. Other considerations and criteria used for the ROTY are not applicable.

The implementation of the DSA award compliments the annual ROTY award, serving a separate distinct purpose, and provides for more volunteer recognition. A recipient of the ROTY award may not be considered for the Distinguished Service Award until 5 years have elapsed from their receipt of the ROTY award.

**SELECTION CRITERIA:**

1. A minimum of 10 years of outstanding service and contribution to the Oregon Association of REALTORS® in areas such as:
    - a. KOG/Committee/Forum Membership
    - b. KOG/Committee/Forum Leadership
    - c. Service as a State Director
    - d. Service as an Officer
    - e. Service as a NAR Director
    - f. Local Board/Association service
    - g. Business accomplishments, REALTOR® spirit and Community service
  2. The award can be given to no more than two individuals per year, but need not be given every year
  3. No recipient of the ROTY award may be eligible for the Distinguished Service Award until 5 years have elapsed from their receipt of the ROTY award.
  4. Recipient(s) recommendations are made by the REALTOR® of the Year Committee, subject to the approval of the OAR President
  5. The Award(s) are given during the Oregon Association of REALTORS® Fall Governance Meeting.
- Nominations for DSA must come from either the local or state Association.
  - All local Associations will be notified of the guidelines and provided with the appropriate form/application(s).
  - Application for NAR “DSA” will be reviewed by the Executive Committee using NAR criteria.
  - The applicant meeting NAR’s criteria and approved by the Executive Committee will be passed forward to NAR.

## Section 3

### Decision Matrix

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#### CHARTING OF DECISION-MAKING RELATIONSHIPS

**Rationale:**

In the Oregon Association of REALTORS®, the Board of Directors has the ultimate authority, responsibility and accountability for all that does and does not happen. However, as the affairs of OAR cannot be efficiently managed in that manner, the Board has empowered the Executive Committee and the Key Committees to act on their behalf. The Executive Committee has also secured the services of a Chief Executive Officer and professional staff and has delegated certain authority and responsibility to them. The Decision Matrix is a guide to assist staff and members have a better understanding on the process and proper protocols on how decisions are made within the association.

For the organization to work smoothly, it is essential that those working to serve the Board of Directors understand where delegated authority, responsibility, and accountability for various functions and decisions lie. It is also essential to have a clear understanding of who in the organization must be consulted before a decision is made, and who should be informed of a decision when it has been made.

In many cases, simply separating functions between direction-setting and management functions (or between policy and operating decisions) is not sufficient to ensure that all necessary members of the organization have appropriate expectations or an adequate understanding of the expectations of others within the organization. The process of “Charting Decision Making Relationships” has been designed to aid the involved members of the organization to think through and document the decision-making relationships within the organization.

It should be noted that although this general approach could be used to document decision-making relationships among the staff of OAR, this specific process is not appropriate and should not be used for that purpose. For the purpose of this process, it is to be assumed that any authority or responsibility given to the Chief Executive Officer can be delegated to members of the staff. Only the Chief Executive Officer’s accountability to the Board of Directors and Executive Committee cannot be delegated.

**The process:**

Each type of decision reserved to the Board of Directors, or delegated to the Executive Committee, Key Committee, or the Chief Executive Officer – and for which the decision-making relationships need to be established – should be listed on the worksheet under “*Description of Decision.*”

Then the role of each of these elements of the organization should be noted in the appropriate column with the appropriate letter code.

### Definition of Decision-Making Roles:

- A. **Decision Maker**—The person or group within the organization who has the authority and responsibility to make the decision. This person or group may seek advice or receive recommendations from others and need to advise others once the decision is made.
- B. **Make Recommendation to Decision Maker**—The person or group within the organization responsible for making a recommendation for decision making to the decision maker. This person or group may use other sources within the organization to study and develop the recommendation and may seek advice from other segments of the organization.
- C. **Must be Advised**—Any person or organization segment that must be advised about a decision that has been made. If the decision is to be disseminated publicly or to the organization, or both, such person or segment of the organization is to be advised beforehand.
- D. **Must be Consulted**—Such person or group must be consulted prior to any decision being made or approval granted, to confer, render advice or provide information. The person or group being consulted does not make the decision or grant approval but does have veto power.
- E. **May be Consulted**—Such person or group may be called in to confer, provide information, render advice or make a recommendation.



Description of Decision	Board of Directors	Executive Committee	President	President-Elect	Committee	Chief Exec. Officer	Other (Who?)
<b>CEO Compensation/ Responsibilities</b>							
1) Hiring Chief Executive Officer	A	B			B		
2) Evaluation of Chief Executive Officer's performance.	E	C			A	C	
3) Establishing Chief Executive Officer's compensation.					A	C	
<b>Budget/Fiscal Control</b>							
1) Approving Annual Budget	A	B					
2) Formulate Draft Annual Budget		A			E	B	
3) Overspend budget line items.		C			C	A	
4) Authorize expenditure of unbudgeted funds, not to exceed five (5) percent of the approved budget, provided funds are available	C	A			C	B	
5) Capital Expenditures over \$10,000 (budgeted).	C	A			C	B	
6) Capital Expenditures over \$10,000 (non-budgeted).	C	A			D	B	
7) Capital expenditures \$5,000-\$10,000 (budgeted).		C			C	A	
8) Capital expenditures \$5,000-\$10,000 (non-budgeted).	C	A			D	B	
9) Capital expenditures less than \$5,000 (budgeted).		E			C	A	
10) Capital expenditures less than \$5,000 (non-budgeted).		E			D	A	
11) Review and approve CEO expenses, per the approved budget.			A			C	
Description of Decision	Board of Directors	Executive Committee	President	President-Elect	Committee	Chief Exec. Officer	Other (Who?)
<b>Programs, Products, &amp; Services</b>							
1) New programs, products or services not specifically	C	E/C				A	

named but approved within the budget.							
2) Conferences and Meetings programs.		C	D			A	
3) Conferences and Meetings cities.	C	C	D			A	
<b>Organization</b>							
1) Employment of Strategic Planning Facilitator.		C	D			A	
2) Develop Strategic Plan.		C			A	B	
3) Approves Strategic Plan.	A	B					
4) Develops Committee Business Plans and changes to plans.	C	C			A	B	
5) Develops Association Business Plans and changes to plans.		A				B	
6) Approves Association and Business Plans and changes to plans.	A	B					
7) Marketing plan and changes to plan.	A	B			B		
8) Bylaw changes.	A	B			B	B	
9) Elect OAR Officers and NAR Directors.	A				D		
10) Elect OAR District Vice Presidents.	C				D		A –Pres. each District
11) Appoint Key Committee Chairs	C	C	E	A		B	D–Pr elect designee
12) Appoint Key Committee Vice Chairs	C	C	E	D		B	A–Pr elect designee
13) Appoint Committee Members or Sub Committee Members	C	C	E	A		B	D- Pr elect designee
14) Appoint Task Force Members	C	C	C	C	A	B	
<b>Description of Decision</b>	<b>Board of Directors</b>	<b>Executive Committee</b>	<b>President</b>	<b>President-Elect</b>	<b>Committee</b>	<b>Chief Exec. Officer</b>	<b>Other (Who?)</b>
15) Appoint Presidential Advisory Group	C	C	A			B	
16) Executive Committee and Board of Directors agenda.	C	E	A			B	
17) Personnel		E				A	
18) Employment of auditing firm.	C	A	D		B	B	
19) Employment of consultants,	C	C	E	E	B	A	

attorneys, researchers, etc.							
20) Approves Policy Statements related to Governance, Committees/Task Forces, Finances and General Operations of the Association	A	B			E	B	
<b>Governmental &amp; Political Affairs</b>							
1) Review proposed legislative policies and agenda.	A	B			B	B	B- Legislative Conf.
2) Candidate support – National					B	B	A- NAR RPAC Trustees
3) Issues Mobilization							
A. State issues	A	B			B	B	
B. Local issues	C	A			B	B	
<b>Legal Affairs</b>							
1) Lend Association name to outside lawsuit	C	A			B	B	
2) Contribute funds to outside lawsuit	C	A			B	B	
3) Initiate litigation with OAR as lead Plaintiff	C	A			B	B	
4) Initiate defense if OAR is named as a Defendant/Respondent	C	A			B	B	
5) Monitor status of Association supported cases	C	C			C	A	

Note: Adopted by the Board of Directors, April 13, 2011

**Section 4**

**Appendix 1.10 Understanding of Expectations for the positions of OAR President/President-Elect**

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As Incoming President-Elect of the Oregon Association of REALTORS®, I acknowledge and commit to adherence of the following expectations during my 2-year tenure (or portions thereof) as President-Elect and President:

- I have read and understand the Duties and Responsibilities of the President and President-Elect as defined in the OAR Policy Manual.
- I understand that I serve the members of the Executive Committee & Board of Directors and that I represent all Members of OAR in all my official activities and decisions. I acknowledge my responsibility to always place the interests of the Association and its Members above my personal considerations.
- I understand that during my term of office I will be recognized as OAR's representative always, and will therefore exhibit the highest level of ethics, professionalism and dignity in all my business and personal conduct.
- I agree that when traveling on behalf of OAR, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from other Associations, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OAR upon my return. I will report to the Executive Committee & Board of Directors on my activities and knowledge gained through meeting attendance and networking opportunities.
- I understand that the OAR Strategic Plans provide the blueprint for the goals and objectives of the Association, and I will always work within the established framework, unless approved otherwise by the Board of Directors and/or the Executive Committee (as appropriate).
- I understand that the role of the OAR President is to provide leadership and to guide the Executive Committee & Board of Directors in accomplishment of the Mission Statement and the Business Plan; and, I understand that the role of the CEO is to manage the staff and OARs day-to-day activities. I will respect these separate roles and will partner with the CEO to ensure this essential division of labor.
- I understand that, to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned. I will review all written communications, and promptly respond when requested. I will be accessible to the OAR CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding the highest elective office of OAR, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on the Association or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of an OAR Past President and the CEO to assess whether specific actions need to be undertaken.
- I understand I am encouraged to be an RPAC investor for at least the NAR Fair Share level.
- I understand that leadership is a function, not a position. As an OAR leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to empower leadership to effectively serve in the roles to which they have been elected or appointed, to represent the REALTOR® association through a dignified presence and fulfill the responsibilities of the duties of the President.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in OAR Bylaws – Article IV, Section 6: “An elected officer may be removed from office in the manner provided by law in the Oregon Non-profit Corporation Act (ORS 65.001, et. seq.), as that law now exists or may hereafter be amended or succeeded.”**

\_\_\_\_\_  
PRESIDENT/PRESIDENT-ELECT'S NAME \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_

\_\_\_\_\_  
DATE \_\_\_\_\_

**Appendix 1.11 Understanding of Expectations for the position of OAR District Vice President**

---

As a District Vice President of the Oregon Association of REALTORS®, I acknowledge and commit to adherence of the following expectations during my 2-year tenure (or portions thereof) as DVP:

- I have read and fully understand the Duties and Responsibilities of the office of District Vice President as defined in the OAR Policy Manual.
- I understand that I serve the members of the local Associations within my District (as well as the Executive Committee & Board of Directors) and that I represent all Members of OAR in all my official activities and decisions. I acknowledge my responsibility to always place the interests of OAR and its Members above my personal considerations.
- I understand that during my term of office I will be recognized as OAR’s representative to the local Associations within my district always, and will therefore exhibit the highest level of ethics, professionalism and dignity in all my business and personal conduct.
- I agree that when traveling on behalf of OAR, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from Associations within my District, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OAR upon my return. I will report to the Executive Committee & Board of Directors on my activities and knowledge gained through meeting attendance and networking opportunities.
- I understand that the OAR Strategic Plans provide the blueprint for the goals and objectives of the Association, and I will always work within the established framework, unless approved otherwise by the Board of Directors and/or the Executive Committee (as appropriate).
- I understand that, to effectively serve the office to which I’ve been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned by the OAR President and/or requested by the local Associations. I will review all written communications, and promptly respond when requested. I will be accessible to the OAR CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding the highest elective office of OAR, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on the Association or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of the OAR President and the CEO to assess whether specific actions need to be undertaken.
- I understand I am encouraged to be an RPAC investor for at least the NAR Fair Share level.
- I understand that leadership is a function, not a position. As an OAR leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to identify future potential OAR leaders within the local Association within my District, to represent the REALTOR® Association through a dignified presence and fulfill the responsibilities of the duties of the District Vice President.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in *OAR Bylaws – Article IV, Section 6: “An elected officer may be removed from office in the manner provided by law in the Oregon Non-profit Corporation Act (ORS 65.001, et. seg.), as that law now exists or may hereafter be amended or succeeded.”***

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DISTRICT VICE PRESIDENT’S NAME

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SIGNATURE

---

DATE

**Appendix 1.12 Understanding of Expectations for the position of NAR Director representing the Oregon Association of REALTORS®**

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As a NAR Director of the Oregon Association of REALTORS®, I acknowledge and commit to adherence of the following expectations during my 3-year tenure (or portions thereof) as NAR Director:

- I have read and fully understand the Duties and Responsibilities of the office of NAR Directors as defined in the OAR Policy Manual.
- I understand that I serve and represent all Members of OAR in all my official activities and decisions. However, as a NAR Director, I acknowledge my responsibility to always place the interests of NAR and its Members above my personal, OAR, and/or local Association considerations.
- I understand that during my term of office I will be recognized as OAR’s appointee to the NAR Board of Directors, and will therefore exhibit the highest level of ethics, professionalism and dignity in all my business and personal conduct.
- I agree that when traveling on behalf of OAR, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from Associations within Oregon, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OAR upon my return. I will report to the Executive Committee, the OAR Board of Directors, and/or any local Association, when requested, on my activities and knowledge gained through meeting attendance and networking opportunities.
- I understand that, to effectively serve the office to which I’ve been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned by the OAR President and/or requested by the Association. I will review all written communications, and promptly respond when requested. I will be accessible to the OAR CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding an elective office of OAR, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on the Association or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of the OAR President and the CEO to assess whether specific actions need to be undertaken.
- I understand I am encouraged to be an RPAC investor for at least the NAR Fair Share level.
- I understand that leadership is a function, not a position. As an OAR leader, my primary duty is to provide good stewardship and continuity – not to leave a personal legacy. I will endeavor to identify future potential OAR leaders within the Association, to represent the REALTOR® Association through a dignified presence and fulfill the responsibilities of the duties of NAR Director.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in *OAR Bylaws – Article IV, Section 6: “An elected officer may be removed from office in the manner provided by law in the Oregon Non-profit Corporation Act (ORS 65.001, et. seg.), as that law now exists or may hereafter be amended or succeeded.”***

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NAR DIRECTOR’S NAME

---

SIGNATURE

---

DATE

**Appendix 1.13 Legal Action Committee Request for Assistance Form**

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**OREGON ASSOCIATION OF REALTORS®  
LEGAL ACTION COMMITTEE  
REQUEST FOR ASSISTANCE**

TO: **Jenny Pakula**, Chief Executive Officer  
Legal Action Committee  
Oregon Association of REALTORS®  
P.O. Box 351  
Salem, OR 97308-0351

DATE: \_\_\_\_\_

This Request for Assistance is made to the Oregon Association of REALTORS® Legal Action Committee (Committee) by:

**1. PARTIES**

A. SUBMITTING MEMBER BOARD (if any): \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address); \_\_\_\_\_  
(Phone number)

\_\_\_\_\_  
(Legal Counsel)

B. APPLICANT \_\_\_\_\_  
(name)

\_\_\_\_\_  
(address) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Legal Counsel)

C. APPLICANT \_\_\_\_\_  
(name)

\_\_\_\_\_  
(address) \_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(Legal Counsel)

D. APPLICANT \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Legal Counsel)

E. APPLICANT \_\_\_\_\_  
 (Name)

\_\_\_\_\_ (Address) \_\_\_\_\_ (Phone Number)

\_\_\_\_\_ (Legal Counsel)

2. CAPTION OF CASE: \_\_\_\_\_

3. SUMMARY OF CASE: \_\_\_\_\_

4. **SUBMITTING MEMBER BOARD ACTION:**

The Submitting Member Board at its meeting of \_\_\_\_\_ determined that:  
 (Date)

	<u>Yes</u>	<u>No</u>
A. Participation in this matter would be favorable to REALTORS® as a class and/or the real estate industry.	_____	_____
B. The focus of the proceeding concerns laws or regulations which significantly affect a substantial number of Oregon Association of REALTORS® members.	_____	_____
C. The outcome of the proceeding could establish strong precedent affecting the real estate industry now or in the future.	_____	_____
D. The proceeding affects the Submitting Member Board's or OAR's ability to function effectively.	_____	_____
E. Intervention in the proceeding could achieve goals consistent with Oregon Association of REALTORS® policies.	_____	_____

A copy of the Submitting Member Board's minutes, setting out the vote of its Board of Directors, is attached.



5. **FINANCIAL SUPPORT REQUESTED:** \$ \_\_\_\_\_

6. **ADDITIONAL FINANCIAL SUPPORT:** The following has committed finances for this matter as follows:

A. Submitting Member Board \$ \_\_\_\_\_

B. Applicant(s) \$ \_\_\_\_\_

C. Other: \$ \_\_\_\_\_

7. **LEGAL COUNSEL:** In the event the Committee accepts this Request for Assistance, the Applicants and/or the Submitting Member Board understand and agree that the Oregon Association of REALTORS® Executive Committee reserves the right to appoint legal counsel of its choosing, irrespective of the lawyer or lawyers now handling this matter for the Submitting Member Board or any of the Applicants.

8. **DOCUMENTS.** *Applicants must attach a complete copy* of the following materials to this Request for Assistance:

- Opinion of applicant's legal counsel, setting out all relevant facts (favorable and potentially adverse), all the law which applies to these facts and the lawyer's opinion as to how the Request complies with the criteria set out in Paragraph 4 of this Request for Assistance; and
- All relevant correspondence;
- All relevant documents;
- All relevant pleadings and memoranda;

9. **ERRORS AND OMISSIONS:** The errors and omissions insurance carrier(s) for the Submitting Member Board and the Applicant(s), as appropriate, have been notified of this matter. If no notification has been given, state the reason for not giving this notice.

10. **HEARING DATES:**

A. \_\_\_\_\_ No hearing or trial date has been scheduled; or

B. \_\_\_\_\_ A \_\_\_\_\_ has been scheduled for \_\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_\_ m. at the following address:

\_\_\_\_\_

11. **SUBMITTING MEMBER BOARD'S VERIFICATION.** The request is neither frivolous nor inconsistent with the Statement of Policy and Procedures, Committee rule or precedent.

I/We understand that the Committee will not act upon this Request unless all the information required is provided in detail with the Request. As the Submitting Member Board, I/we agree to be bound by the procedures set out in the Committee's Statement of Policy and Procedure.

By: \_\_\_\_\_, President

By: \_\_\_\_\_, Executive Officer

**12. APPLICANT'S VERIFICATION; APPLICANT'S AGREEMENT TO REIMBURSE THE LEGAL ACTION FUND:**

I/We understand that the Committee will not act upon this Request unless all the information required is provided in detail with the Request. I/We agree to be bound by the procedures set out in the Committee's Statement of Policy and Procedure.

I/We agree to reimburse the Committee and the Legal Action Fund in full out of the proceeds of any monies awarded in a proceeding. If the award is insufficient to reimburse the Committee and the Legal Action Fund in full, I/we agree that the entire award shall be paid to the Legal Action Fund, unless otherwise determined by the Committee.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Appendix 1.14 Issues Mobilization Fund Request Form**

**Issue Mobilization Funding Request**

I. Funds Requested By (Member Board or OAR Committee):					Date Submitted:					
II. Contact:				III. Check Addressee						
Contact Person/Title:				Campaign Name / Bank Account:						
Contact Phone:				Contact Phone:						
Street:				Street						
City:	State:	Zip:	City	State	Zip					
IV. Impact Assessment:										
Impact:	Statewide			Local						
Position:	Support			Oppose						
Funds Requested:	\$0.00									
Local Contribution:	\$0.00									
V. Official Name of Proposal (Local Code, Ballot Measure, Other):										
VI. Describe the issue, how it originated and its current status:										
VII. Appraise the significance of the Issue as it relates to the real estate industry:										
(Not Much)	1	2	3	4	5	6	7	8	9	10 (Very)
VIII. Assess the likelihood of the issue passing for failing:										
IX. What is your proposed course of action:										
X. What are the overall assessed costs of the campaign (entire campaign):										
XI. Are you the primary advocate:				YES		NO				
XII. List Coalition Members:				XIII. List Opposition Members:						
1.				1.						
XIV. Other (special instructions, timelines, etc.):										
Official Use Only:										
Action Taken, Issues Mobilization Committee:				Approve		Reject	Date:			

Action Taken, Exec. Committee or B.O.D.:	Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	Date:
Funding Approved:		Check Date	
Check Number		Date Mailed/Delivered:	

## **Appendix 1.15 State REALTOR® of the Year Nomination Form**

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### **State REALTOR® of the Year Nomination Form**

**The Local REALTOR® of the Year (ROTY) program is designed to recognize a REALTOR® member of each Local Board/Association in Oregon who has provided outstanding service to the REALTOR® organizations (local, state and national), their profession, and their community primarily during the past 18 months.**

**Each Local Board/Association REALTOR® of the Year may become a candidate for State REALTOR® of the Year recognition when the individual's name is submitted to the Association along with the required applicant information by the AE for the local board/association.**

**The Oregon Association of REALTORS® State REALTOR® of the Year (ROTY) program is designed to recognize a REALTOR® member from one of the local Boards/Associations in Oregon who has provided outstanding service to all REALTOR® organizations (local, state and national), their profession and their community, primarily during the past 5-7 years.**

#### **Guidelines for Selection of State REALTOR® of the Year**

REALTOR® SPIRIT (25%) Faithfulness and adherence to the principles of organized real estate, real estate laws and regulations, Board/Association Bylaws and the National Association of REALTORS® Code of Ethics; time and effort expended in furthering principles of good real estate practices in their own business and among other real estate brokers, the press and the public; attainment of professional designations; etc.

ACTIVITY IN STATE ASSOCIATION (25%) State association offices and leadership positions held; committee work; attendance and participation at state conventions, directors' meetings and education programs; etc.

ACTIVITY IN MEMBER BOARD/ASSOCIATION (20%) Member Board/Association offices held; committee work; special assignments; seminar and educational attendance or teaching; membership and offices held in state chapters of NAR institutes, societies and councils; etc.

ACTIVITY IN COMMUNITY AFFAIRS (15%) Local, state and national participation in civic and service clubs and charitable activities; participation on political/governmental commissions and committees; fraternal and religious involvement; etc.

BUSINESS ACCOMPLISHMENTS (10%) Public recognition of business conduct and achievements; service to clients and customers; imaginative and creative advertising programs; rehabilitation work; land utilization; etc.

ACTIVITY IN NATIONAL ASSOCIATION (5%) National offices and leadership positions held; committee work; membership and work in NAR institutes, societies and councils; attendance at National conventions and business meetings; etc.

**ROTY Nominee Contact Information**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

Primary Local Board/Association \_\_\_\_\_

Date Licensed as a Broker \_\_\_\_\_

Date Licensed as a Principal Broker (if applicable) \_\_\_\_\_

**ACTIVITY IN LOCAL MEMBER/BOARD ASSOCIATION**

**1. Has the nominee held office in the Board in the past 7 years? (Please indicate year(s) by the office that was held)**

President \_\_\_\_\_

President-Elect \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Director \_\_\_\_\_

**2. Has the nominee ever served as a CHAIRMAN or VICE-CHAIRMAN on a Local Board committee in the past 7 years? (Please list each committee/year/Chairman or Vice Chairman on a separate line)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Has the nominee served as a MEMBER on a Local Board committee in the past 7 years? (Please list each committee(s) and the year(s) served on a separate line).**

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**4. Briefly describe the nominee's attendance record at local membership meetings prior to the past year.**

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**5. Has the nominee served in any "Special Assignment" capacity for the Local Board in the past 7 years? (i.e. task forces, ad hoc committees, Board Representative to government agency, etc.) Briefly describe the "Special Assignment" and note the appropriate year(s).**

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**ACTIVITY IN STATE ASSOCIATION**

**6. Has the nominee ever held a State Association office in the past 7 years? (Please provide year on lines provided).**

President \_\_\_\_\_

President-Elect \_\_\_\_\_

Director \_\_\_\_\_

Other \_\_\_\_\_

**7. Has the nominee served as CHAIRMAN or VICE CHAIRMAN of an OAR Committee in the past 7 years? (Please list each committee/year/Chair or Vice Chair on a separate line).**

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**8. Has the nominee served as a MEMBER on an OAR committee in the past 7 years? (Please list each committee(s) and the year(s) served on a separate line).**

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**9. Has the nominee attended any of the OAR semi-annual meetings in the past 7 years? (Please list years)**

Spring Governance \_\_\_\_\_

Fall Governance \_\_\_\_\_

**10. Has the nominee served in any "Special Assignment" capacity for the State Association in the past 7 years? (i.e. task forces, ad hoc committees, etc.) Briefly describe the "Special Assignment" and list the appropriate year.**

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**ACTIVITY IN NATIONAL ASSOCIATION**

In the last 7 years, has the nominee held any of the following at the National level:

**11. Chairman on an NAR Committee? (Please list committee(s) and year(s); ex. Public Relations, 2017)**

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**12. Vice Chairman on an NAR Committee? (Please list committee(s) and year(s); ex. Public Relations, 2017)**

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**13. Member on any NAR committee? (Please list committee(s) and year(s); ex. Legislative Committee, 2017)**

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**14. Served in any "Special Assignment" capacity for NAR? (Please list committee(s) and year(s); ex. Chaired Task Force for Ethics & Arbitration review, 2017)**

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**15. Attended an NAR Meeting or Convention? (Please list meeting(s) and year(s); ex. Convention, 2017; Mid-Year, 2018)**

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**16. Has the nominee been member of an NAR Institute, Society or Council? (Check all that apply)**

- American Society of Real Estate Counselors (ASREC)
- Certified International Property Specialist (CIPS)
- Certified Real Estate Brokerage Manager (CRB)
- Certified Residential Specialist (CRS)
- Commercial Investment Real Estate Institute (CIREI)
- Institute of Real Estate Management (IREM)
- Real Estate Buyers Agency Council (REBAC)
- REALTORS® Land Institute (RLI)
- Society of Industrial and Office REALTORS® (SIOR)
- Women's Council of REALTORS (WCR)
- Other

**REALTOR® SPIRIT & INVOLVEMENT**

17. Has the nominee invested in RPAC in the past 7 years? (Please list the year(s) in each category if applicable):

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18. Has the nominee served in any capacity for a regional association in the past 7 years? (Briefly describe the activity, committee, or office held and the year(s) served):

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19. Has the nominee contributed time and effort expanding good real estate practices in their own business and among other real estate brokers, the press and the general public? (Briefly describe the activity, committee, or program and the year(s) served):

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**ACTIVITY IN COMMUNITY AFFAIRS**

20. List activities or involvement in civic groups, religious organizations, service clubs, campaigns or political organizations, public offices held, service on local planning, zoning board, etc. in the past 7 years in your community. (Please list activity and year(s)).

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**BUSINESS ACCOMPLISHMENTS**

21. Has the nominee attended any real estate related workshops, special meetings and seminars other than those required by license law in the past 7 years? (Please list the activity and the year)

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**22. Has the nominee earned any designations in the past 7 years? (Please indicate the year(s) of the designations that were earned during the above time period)**

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**23. Please describe any other activities not covered in this application which the local board/association feel would further demonstrate the nominee's professionalism and commitment to the real estate industry.**

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**Submitted by:**

**Name** \_\_\_\_\_

**Board/Association** \_\_\_\_\_

**Nominee Signature** \_\_\_\_\_

**Please**

**Email: [lbroncheau@oregonrealtors.org](mailto:lbroncheau@oregonrealtors.org)**

**Mail: P.O. Box 351**

**Salem, OR 97308**

**Fax: 503-362-9615**

**LIFE SERVICE**  
**MEMBERSHIP APPLICATION FORM**

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of local Board/Association: \_\_\_\_\_

**QUALIFICATIONS**

1. **Member of OAR for not less than twenty-five (25) cumulative years:**  
Member Since: \_\_\_\_\_ (year)

2. **Must be at least sixty-five (65) years of age, or have experienced a permanent health disability:**

Birth Date: \_\_\_\_\_ (month/year)

Permanent Health Disability (explain): \_\_\_\_\_

\_\_\_\_\_

3. **Notable Service to the Oregon Association of REALTORS®**  
**(OAR Service required-must be completed)**  
Please outline your past and present service to OAR for a minimum of 3 years; including committees and years served.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Notable Service to your local Board/Association**  
**(Must be completed)**  
Please outline your past and present service on local committees in detail, including committees and years served.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AND/OR**

5. **Notable Service to your community**
- Volunteering with recognized local community volunteer programs
  - Serving on City or County Board of Directors/Trustees

**List organizations and years served:**

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If more space is needed, please use a separate sheet.

6. **Current Resume** (*attach copy*)

- **Application is considered incomplete if resume is not attached**

*I certify that the above information is accurate and verifiable.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to your local AE/EO for submission to OAR.**

Notable service means:

Service on local board/association REALTOR® Committees

OR

Volunteering with recognized local community volunteer programs and/or city councils, commissions, or boards.